



1120 Harvard Way, El Dorado Hills CA 95762 (916) 933-6980

Oak Ridge Sports Boosters BOD Meeting 2023 0328 Minutes

Agenda: <https://www.orsb.org/files/ORSBBODMeetingAgenda20230328.pdf>

Attendance:

- X Bill Wagner, President
 - Mary Ellen Towne, Secretary
 - Krista Crookham, Treasure
- X Heather Sikes, Check Writing
- X Terri Young, Bookkeeper
- X Margaret Crannell, Team Reports
 - Grace Cha, e-Transactions
 - Andrea Gregor, Bank Deposits
 - Val Yergensen, All-Sports Pass Coordinator
- X Ashley Molloy, Square Administrator, Device/Cashier configuration, FB Deposits

Meeting called to order at 12:35 pm

1) Approved January Meeting Minutes as posted

<https://www.orsb.org/files/OakRidgeSportsBoostersBODMeeting20230110Minutes.pdf>

2) EOY Distribution, \$750 / team plus \$250 Board Directed per Ashley Molloy for volunteering and completing training on Square device administration/configuration (apple Square.com credit card scanning service), total of **\$18,250** donated from the General Fund directly to teams. There was some discussion about the difference of projected available balance stated in the President's report versus QB online available balance. After the meeting investigation clarified that the President's report included "Projected" Deposits from recent GoFan purchases as shown in current PayPal transaction records, which are not yet transcribed into QB online until end of month processing/reconciliation. Meaning; the GF balance will not be lower than normal at the end of year, estimated ~\$7000. Vote approved (Motion BW, 2nd HS, all voted in favor) to transfer money from General Fund to team sub accounts as follows:

| Team/Sport | Amount | Team/Sport | Amount | Team/Sport | Amount | Team/Sport | Amount |
|------------------|--------|----------------|--------|--------------|--------|------------------|--------|
| Baseball | \$750 | Golf Boys | \$750 | Football | \$1000 | Tennis Girls | \$750 |
| Basketball Boys | \$750 | Golf Girls | \$750 | Soccer Boys | \$750 | Volleyball Boys | \$750 |
| Basketball Girls | \$750 | Lacrosse Boys | \$750 | Soccer Girls | \$750 | Volleyball Girls | \$750 |
| Cheer & Stunt | \$750 | Lacrosse Girls | \$750 | Softball | \$750 | Waterpolo Boys | \$750 |
| Cross Country | \$750 | Alpine | \$750 | Swim & Dive | \$750 | Waterpolo Girls | \$750 |
| Dance | \$750 | Track & Field | \$750 | Tennis Boys | \$750 | Wrestling | \$750 |

Tax ID #94-2783765

Making a total of \$27,250 donated from the General Fund directly to teams for the 22/23 school year 😊.

3) 23/24 ORSB Roles confirmed as follows:

- Val Yergensen - All Sports Pass Coordinator
- Ashely Molloy - Square Device/Cashier Administration, FB Deposit Prep
- Margaret Crannell - Compliance / 3rd person oversight - (MC & BW follow up conversation to discuss/confirm)
- Grace Cha - e-Transaction Reporting
- Andrea Gregor - Bank Deposits
- *Emily Rose Hickey - Check Writer (*BW updated 4/22/2023*)
- *Heather Sikes - 2nd Signer
- Terri Young - Treasurer / Bookkeeper / Reports
- *Mary Ellen Town - Secretary / Parent Meetings / Athletics Point of Contact / alt signer
- *Bill Wagner - President

*bank signature authority

Discussion All: continue efforts to recruit new parent volunteer for Check Writer role, noted Incoming Freshman Sports Parent Meeting on May 1 is a good opportunity to communicate this need to a group of new prospective volunteers. Bill: Investigate with Steve and other Head Coaches opportunities to increase volunteer incentives, for example Head Coach recognition of ORSB BOD directed GF donation to team and ORSB BOD volunteer efforts to count toward/cover expectations for team participation donation/parent volunteer obligation; Update bank signature card as soon as a new check writer is in place.

4) Next Meeting - Briefly discussed enhancements to BOD and meeting structure, reference President's Report in meeting agenda. Terri and/or Mary Ellen will call administrative meetings on as needed and best format basis. One General meeting per year after spring break to confirm new board members as needed to update Bank signature authorities. Open for discussion if there is interest / need to add another General Meeting at the beginning of the school year to introduce the new Board of Directors and possibly review the Booster Financial Request process with coaches and parents. Discussion was abruptly interrupted by a weather induced power outage. Bill will follow up with Terri and Mary Ellen the potential need for an additional BOY General Meeting. Otherwise, they will contact individual Board Members as/when needed directly, e.g., to confirm role transitions, EOY closeout, Summer coverage plans, Fall startup expectations. Please feel free to email/text/call Terri, Mary Ellen or Bill with your thoughts / comments.

Adjourn 1:10pm (Power Outage abruptly ended meeting before formal adjournment)

See https://www.orsb.org/agendas_and_minutes.php for meeting records.